

U.S. MISSION, PAKISTAN – CONSULATE GENERAL LAHORE

VACANCY ANNOUNCEMENT NUMBER: 11-185

OPEN TO:	All Interested Candidates	OPENING DATE:	November 03, 2011
POSITION:	Political Assistant , FSN-8, FP-6*	CLOSING DATE:	November 16, 2011
POSITION NO:	L-10169		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$44,737 p.a. (Starting salary) (Position Grade: FP-6 to be confirmed by Washington) *Ordinarily Resident: Rs.906, 666 p.a. (Starting salary) (Position Grade: FSN-8)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate General Lahore is seeking an individual for the position of a Political Assistant in the Political Office.

BASIC FUNCTION OF POSITION:

The incumbent researches, advises, and reports on major political developments in Punjab as directed by the Political Officer. The incumbent analyzes how these developments affect U.S./Pakistani relations. The incumbent develops and maintains government contacts in Punjab, arranges appointments for officers and visiting officials, and briefs them on current political developments. The incumbent will on many occasions accompany officers to meetings with officials, politicians, and social activists in Punjab. The incumbent will prepare factual and analytical reports on political developments in Punjab, advising officers on political parties, human rights, human trafficking, religious freedom, and socio-economic affairs of Punjab. The incumbent will also perform related functions as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. **EDUCATION:** Bachelor's Degree (14 years of education) in Political Science, International Relations, History, International Law or other closely related fields is required.
2. **EXPERIENCE:** Two years of experience in political research and analysis, journalism and analytical reporting, university teaching or closely related field is required.
3. **LANGUAGE:** Level IV (fluent) Speaking/Reading/Writing English and Urdu is required.
4. **KNOWLEDGE:** The incumbent must have a thorough knowledge of the host country's political, economic, and social structures, as well as Pakistan's institutions, political parties, historical developments, and key social figures. The incumbent must have a sound grasp of U.S. foreign policy objectives in Pakistan. The incumbent must have a thorough understanding of internal political reporting requirements and procedures.
5. **ABILITIES & SKILLS:** The incumbent must have strong computer skills, including advanced abilities in Microsoft Office (Outlook, Word, Excel, and PowerPoint) and a good typing speed. This may be tested.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at HROIslamabad@state.gov. The Vacancy Announcement Number (e.g. 11-46) must be mentioned in the subject line of the email.

Please include all documentation regarding academic, professional and job related experience certificates/letters with your application. Incomplete applications or submissions received after the closing date will not be considered. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: November 16, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.